

209061

16 January 1978

OFFICE OF FINANCE NOTICE NO. 1-78

SUBJECT: Finance Upward Mobility Program

1. The Finance Upward Mobility Program provides non-professional MF Careerists the opportunity to obtain the experience and training needed to qualify for a professional career within the MF Career Subgroup. Selection is based on the individual's ability, interest, and desire for special opportunity and training. The Program is administered by the Support Staff, Office of Finance.

2. Program Eligibility - the Program is designed for MF Careerists

- a. who have completed two (2) years Agency service;
- b. occupying non-professional positions which provide limited opportunity for advancement in grades GS-08 and below;
- c. who lack the education or proven skills and experience to qualify for professional positions;
- d. who have equivalent of a high school education and have an aptitude for working with financial statistics and are willing to attend business school/college to obtain formal accounting education.
- e. who have evidenced initiative through work habits and on-the-job performance.

3. Establishment of a Register - In January of each year, the Office of Finance will announce open registration for anyone wishing to be considered for the Program during the next calendar year. To apply, the following actions will be taken:

- a. A Registration Form must be completed by the applicant and forwarded to the Support Staff, Office of Finance;

- b. The applicant will be contacted by the Finance Upward Mobility Officer who will discuss the application with the individual and current supervisor;
 - c. The Upward Mobility Officer will review all pertinent information presented and recommend those individuals that should participate in the Program.
4. Specific positions will be identified within the Office of Finance which will provide an individual with the opportunity to improve skills, obtain appropriate formal training and promotional opportunity.
5. The employee selected to participate in the Program will be assigned to one of the identified Upward Mobility positions and will receive appropriate on-the-job and formal training for a period of approximately one year.
6. The employee should be considered for promotion during the period based upon the same criteria applicable to other MF Careerists -- i.e., job performance and competitive evaluation. The supervisor should evaluate the overall performance and potential of the employee and should submit promotion recommendations if warranted, through normal administrative channels.
7. Employee's supervisors will be required to prepare a written progress report every three months. This report should include an evaluation of the employee's capability of fulfilling the program. Upon completion of each report, the supervisor will discuss its contents with the employee, obtain the employee's signature, and forward the report to the Support Staff, Office of Finance.
8. The Upward Mobility Officer will meet with the employee quarterly to discuss topics of mutual benefit and concern.
9. The Upward Mobility Officer will meet with the employee's supervisor on a quarterly basis to discuss the employee's progress, changes in the program, any problems encountered, etc.
10. If at any time it becomes necessary to terminate the Program due to marginal performance of the employee, the employee will be removed from the Program and reassigned to a similar position equal in grade to the position vacated before entering the Program. Upon satisfactory completion of the approved Program, the employee will be assigned to the position for which trained and will be placed in competitive evaluation with peers for career development.

STATINTL

for Thomas B. Yale
Director of Finance